



MY HR PROS

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MyHRprofessionals.com

Date: November 1, 2023

Subject: Bonus Payroll Processing

Dear Client,

We understand that historically during the holidays many companies plan to make an additional distribution through a bonus payroll. If you are potentially planning to give out a bonus this year, we respectfully request that you communicate with us as much in advance as possible. This allows time to coordinate any specific details, such as regulations impacting discretionary versus non-discretionary bonuses.

To comply with our annual ACH audit, we ask that all bonus payrolls be funded with guaranteed funds if the total exceeds \$20,000. Please note, if the bonus payroll is under the guaranteed limit, you will be invoiced as normal. Due to the potential influx of bonuses, guaranteed funds for higher amounts ensure adequate cash flow to cover all outgoing deposits/checks.

If you have any questions concerning these funding requirements or need to obtain banking information, please contact our payroll department.

Sincerely,

Jeremiah Bogdon, CFO